

**ROUND HILL TOWN COUNCIL
PUBLIC HEARING
and
WORK SESSION MINUTES
May 4, 2017**

A Public Hearing and Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, May 04, 2017, at 7:00 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Michael Hummel
Frederick J. Lyne

Council Members Absent

Michael K. Minshall
Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Kimberly McGaha, Town Clerk

Others Present

Clinton Chapman

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:34 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: PUBLIC HEARING

1. Water & Sewer Ordinance

Mayor Ramsey opened the Public Hearing at 7:35 p.m., and stated that, with Councilpersons Heston, Hummel and Lyne present, along with Vice-Mayor Graham and himself, a quorum is present. Mr. Ramsey further stated that the purpose of the Public Hearing is to hear public comment on the proposed changes to the Water and Sewer Ordinances for the Town. Town Planner/Zoning Administrator Hynes reported that the

Public Hearing was duly advertised in the two most recent issues of The Purcellville Gazette, with Town Clerk McGaha explaining that those advertisements were published on the preceding two Thursdays. Mayor Ramsey opened the floor to public comment; no public comment was received. Town Planner/Zoning Administrator Hynes reported that no written comments were received. Mayor Ramsey then asked if Staff or Council Members wished to provide comments; the following Staff comments were provided:

- Town Planner/Zoning Administrator Hynes stated that language regarding inspection of lines from the meter to the building, as noted in the Ordinance, give the impression that the Town does that inspection; however, it does not.
- Town Planner/Zoning Administrator Hynes noted that the definition of *tap* is incorrect.
- Town Planner/Zoning Administrator Hynes noted that the section regarding *backflow prevention* is incorrect, and that inspecting this is a County function.
- Vice-Mayor Graham noted that the definition of *tap* is technical, and is not substantive to change the meaning of the overall Ordinance.
- Vice-Mayor Graham asked to clarify that no changes have been made to the Ordinances since April 20, 2017, the date of the draft under consideration this evening; Town Planner/Zoning Administrator Hynes stated that no changes have been made.
- Councilperson Heston noted that, on page six in the Sewer Ordinance, there is a reference to the Building and Plumbing Code; Ms. Heston asked to clarify that the Town does not have such a code. Councilperson Heston asked that the word *County* be added to this title.

Town Planner/Zoning Administrator Hynes and Councilperson Heston asked who is responsible for checking fire suppression systems; Mayor Ramsey explained that Town Staff is responsible, but that he does not know the inspection schedule or routine. Councilperson Heston referenced the suspension of water service, and asked if the Town may legally do so, and if doing so would create health issues; Mayor Ramsey explained that the issue has been investigated in the past, and it was determined that water service may be suspended, but sewer service may not. There were no further comments or questions.

The Public Hearing was closed at 7:43 p.m., and the regular Town Council Work Session was reconvened. Mayor Ramsey asked to clarify that adoption of these Ordinances will be placed on the Agenda for the Regular Town Council Meeting, to be held two weeks from today; Town Planner/Zoning Administrator Hynes stated that it will. Councilperson Hummel asked to clarify that minor changes may be forwarded to the Town Planner/Zoning Administrator prior to that meeting; Mayor Ramsey noted that minor changes may be made, but that modifications may not result in any policy changes.

IN RE: ADOPTION OF WORK SESSION AGENDA (Amendments & Deletions)

Vice-Mayor Graham made a motion **that the Town Council adopt the Agenda, with the addition of an Executive Session to discuss personnel matters, added as Item VIII.** Town Administrator Nicholson asked that an item be added for discussion of the *Sleeter Lake Park/Main Street budget*. Councilperson Lyne asked that, under *Item V, Updates & Items for Discussion*, the topics be listed under the Committee responsible, and that that format be followed this evening and going forward. Councilperson Lyne then suggested that this be handled as follows this evening: *Land Use Committee* include the *Spring 2017 Zoning Ordinance Amendments, Sleeter Lake Park* with a review of the Main Street Budget included; *Utility Committee* include *Well Acquisition*; and, *Administration, Communication and Technology Committee* include *Fee Schedule, Town Trash Contract Bid Information, and VY2018 Budget*. Mayor Ramsey stated that the *2017 Work Plan Review* would be a separate item. Vice-Mayor Graham accepted the requested changes. Mayor Ramsey restated the changes to the Agenda, noting that the *Administration, Communication and Technology Committee* items will be discussed first, followed by the *Utility Committee*, the *Land Use Committee*, and concluding with discussion of the *2017 Work Plan Review*. There was no discussion of the motion. A vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Absent
Christopher J. Prack	Absent

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Administration, Communication and Technology

a. Fee Schedule

Town Planner/Zoning Administrator Hynes presented this item, noting that no changes have been made to existing fees, but that a new "Pre-Application" fee has been proposed. Ms. Hynes explained that this proposal follows the County process for assessing the fee, and is being proposed to help defray costs associated with the Pre-Application process, and to help to better organize Zoning Department work.

The following questions/comments/key points were discussed:

- Mayor Ramsey asked when the *Pre-Application Process* would be initiated. It was noted that the process would be initiated upon a builder providing specific information regarding a proposed project/development, after initial, informal discussions have been held.

- Vice-Mayor Graham raised concerns regarding possible subjectivity of the process.
- Mayor Ramsey asked if this will be a required step, prior to submission of a Site Plan, Subdivision and ZOAM Amendment; Town Planner/Zoning Administrator Hynes stated that it is already a requirement for a rezoning, and could be implemented for a major development/project, as well.
- Mayor Ramsey clarified that this may not be required for by-right construction.
- Council Members raised concerns regarding the costs associated with this process, and that an applicant would not know the final costs. It was requested that the applicant be provided an opportunity to decline if the costs are too high.
- Town Planner/Zoning Administrator Hynes explained that a set fee could be established, or she could track the costs associated with the pre-application process for one year and report those costs to the Council, for further review of this proposed fee.
- Councilperson Hummel noted that the pre-application process, as provided for by the County, is a valuable tool.
- Mayor Ramsey noted his support of instituting this process this year, with a flat fee set, and then revisiting the amount of the fee in one year's time.
- Following this discussion, it was decided to implement a \$100.00 *Pre-Application Fee*.
- Town Planner/Zoning Administrator Hynes explained that the following proposed fees, as included in her memorandum, will not be pursued; these are: the *Short-Term Rental Permit*, the *Temporary Health Care Structure Permit*, the *Family Day Home Permit*, and the *Residential Care Home Permit*. The Planning Commission has postponed work on these Zoning Text Amendments until later in the year.
- Town Planner/Zoning Administrator Hynes explained that the *Water and Sewer Extension Fee* has been included due to changes made to the Water and Sewer Ordinances regarding extension of existing service to an accessory structure. This represents a new process, with questions remaining regarding regulation. The fee proposed, \$633.00, is half of the current connection fee of \$1,350.00, and would cover processing and review of the application, and any needed inspection.
- Following discussion of the proposed fee, it was decided to set the fee at \$750.00.
- Councilperson Lyne asked if this would cover water and sewer extension to a Temporary Health Care Structure. It was noted that State Code will not allow this fee to be charged; only an application fee (currently proposed at \$100.00) would be permissible.

- Town Planner/Zoning Administrator Hynes explained that she and Town Clerk McGaha are working to consolidate the Fee Schedule for the next fiscal year.
- In response to a question from Vice-Mayor Graham, it was noted that this fee schedule may be changed in the future.
- There was discussion of Notary Public services, which are currently provided free to Town residents, but for which out-of-Town residents are charged. It was decided that Town Clerk McGaha may provide a determination regarding this issue, on a case-by-case basis.
- In response to a question from Mayor Ramsey, it was noted that the *Water and Sewer Extension Fee* will be the same amount in the areas governed by the Consent Decree. Mayor Ramsey stated that the fee for a larger meter, if one is needed, should be higher.

b. Town Trash Contract Bid Information

Town Administrator Nicholson presented this item, noting that a comparison of providers is included in Council Members' packets. It was noted that each bid includes provision of both a trash bin and a recycling bin to each property. Mr. Nicholson stated that the differences in cost are not substantial enough to base a decision regarding changing providers upon, and suggested that Council should discuss if they are happy with the current service provided by American Disposal.

The following questions/comments/key points were discussed:

- Concerns were expressed by Council Members that a new provider may not pick up extra items, in the manner that the current provider does. It was noted that Patriot, a new provider under consideration, handles trash collection in The Villages and has collected additional items.
- In response to a question from Councilperson Heston, Town Administrator Nicholson stated that he does not know of anyone who utilizes CSI for trash/recycling collection, and has no information regarding the quality of its service. Mr. Nicholson stated that, due to this fact, he suggests that American or Patriot be given more consideration.
- Vice-Mayor Graham asked, if the contract is awarded to Patriot, collection day will still be Wednesday; Town Administrator Nicholson stated that that could be arranged.
- Councilperson Heston and Town Administrator Nicholson reported that a cost savings of \$12,000.00 over a three-year period would be recognized if Patriot is chosen.
- Town Clerk McGaha reported that the trash and recycling bins are the property of Patriot, and would be provided by them. Patriot would replace missing or damaged bins.

- 96-gallon recycling bins will be provided by Patriot; this should help cut down on recycling simply being thrown away when the recycling bin is full.
- Town Administrator Nicholson will check with Patriot, to determine if they will still pick up smaller recycling bins which some homeowners currently utilize.
- In response to a question from Vice-Mayor Graham, it was noted that Patriot provides pick-up of co-mingled recycling.

It was the consensus of the Council to award the trash/recycling contract to Patriot. Town Administrator Nicholson stated that he will prepare the contract.

c. FY2018 Budget

Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes explained that this represents a final opportunity for comment by Council Members on the FY2018 Budget, as the advertisement will begin running tomorrow. The Public Hearing for adoption of the Budget is scheduled for June 1, 2017, at 7:00 p.m.

The following questions/comments/key points were discussed:

- Councilperson Lyne asked if a tenant has been found for the second story portion of the Town Office building; Town Administrator Nicholson stated that he is still working on that issue.
- Mayor Ramsey asked how the advertisement will be designed, to reflect the changes made to budgeting for multi-year projects; Town Administrator Nicholson explained that, rather than being reflected on one line only, multi-year projects will be described on an additional line. Mr. Nicholson reported that Town Attorney Gilmore is reviewing this advertisement. A copy of the advertisement will be provided to the Mayor and to Council Members for their review, as well.

b. Utility Committee

a. Well Acquisition

Town Administrator Nicholson reported that a memorandum, from Stacie Kurzhais of Stantec, has been included in Council Members' packets for their review. Mr. Nicholson recapped the history of this project, explained who the owners of the properties in question are, and provided an overview of the process for procurement of the sites.

The following questions/comments/key points were discussed:

- Mayor Ramsey noted that the Stantec memo does not address acquisition of the easement at the RND-C Site (Site #1) in the same manner as it discusses acquisition of the easement at the RND-D Site (Site #2), including if acquisition of the easement at the RND-C Site will be a simple or complicated process. The Mayor asked, "If we are going to consider it for one site, why aren't we considering it for the other." Town Administrator Nicholson stated his belief that obtaining the easement, at either site, is the easiest component of the process.
- It was noted that the memo addresses acquisition of the easements only, and not of the actual well lots.
- Town Administrator Nicholson explained his belief that the cost for acquisition of Site #2 is high, due to its location in a residential area. Mr. Nicholson also noted that the well at Site #2 is further along in its development, as the heavy equipment needed to install the needed pipes at the site had to be brought in prior to construction of homes in the area. It was also noted that this site is closer to treatment facilities and existing wells.
- Town Administrator Nicholson reported that the HOA Board of Directors may vote to authorize the sale of the site, without the vote of the membership of the HOA being required, as it is for the sale of a utility-related property.
- Mayor Ramsey noted that the Town's relationship with the HOA Board of Directors is moving in a positive direction, but that no concrete developments regarding issues such as this have occurred, yet.
- Mayor Ramsey stated that the focus turned to these potential acquisitions only recently, as the Town has been putting its efforts, until this point, on the Main Street Enhancement Project.
- In response to a question from Councilperson Hummel, it was explained that the firm EGGI (Emery & Garrett) identified the four potential well sites under consideration for development by the Town.
- Vice-Mayor Graham and Mayor Ramsey explained how Emery & Garrett assisted Round Hill in its negotiations with the County for the exploration of these sites.
- Mayor Ramsey stated that he did not want the Town to place itself in a position where the ability to purchase Site #1 is lost. Town Administrator Nicholson explained that RHI is selling the lots in that area, and would request that the Town buy the entire lot.
- Mayor Ramsey explained the easement which would be needed for purchase of the RHI lot, noting that the HOA believes it could facilitate obtaining the needed easement. Mr. Ramsey stated that he wants to ensure the Town has options a path forward in this effort.

- Council discussed the price being asked for the lots, as well as the approximately amount the Town may want to offer.
- Town Administrator Nicholson asked how he is to proceed; Mayor Ramsey instructed him to work with the HOA to move forward. Mr. Ramsey also requested that a plan be formulated to move forward with RND-C (Site #1), as well. In response to a question from the Town Administrator, Mayor Ramsey suggested beginning with acquisition of the easement.
- Councilperson Lyne asked if Town Administrator Nicholson will also work on obtaining the easement on Kedleston Court; Mr. Nicholson stated that he will, along with Ms. Kurzhais of Stantec.
- Vice-Mayor Graham asked to clarify if a third well-site option exists; Mayor Ramsey noted that it does, but that it seems to make more sense to work on the two discussed this evening, as there is no treatment plant option for Site #3. Mr. Ramsey stated that the HOA site presents the best choice for the Town.

c. Land Use Committee

a. Spring 2017 Zoning Ordinance Amendments

Town Planner/Zoning Administrator Hynes presented this item, explaining that the Planning Commission has decided to spend the summer working on these, rather than rushing to meet the July 1, 2017 date originally set for completion. Ms. Hynes also noted that the deadline put forth by the State is July 1, 2018, not July 1, 2017, as originally thought. Councilperson Hummel stated that the Planning Commission is not trying to slow down work on these amendments, but realizes that this work will have an impact on other areas of the Zoning Ordinance, and the Commissioners wish to do the work on these Amendments correctly. Town Planner/Zoning Administrator Hynes explained that the plan is to complete the updates by the fall Town Council Retreat. A Work Session has been set for May 30, 2017, by the Planning Commission.

The following questions/comments/key points were discussed:

- Mayor Ramsey questioned why the Planning Commission is spending so much time on "easy" issues. Town Planner/Zoning Administrator Hynes and Councilperson Hummel requested that the Town Council prioritize the work they wish the Planning Commission to complete.
- Discussion ensued regarding other issues to be considered by the Planning Commission, with Mayor Ramsey requesting that the Commission complete the three statutory issues first, and then work on the *Short-Term Rentals* and *Accessory Dwelling Units* Text Amendments.

b. Sleeter Lake Park

Town Administrator Nicholson began the presentation of this item, explaining that he has been working to provide Council a total cost for the project. Mr. Nicholson noted that information has been provided regarding the overall project to Council for review and comment. Town Planner/Zoning Administrator Hynes and Town Administrator Nicholson explained that, due to the Town's previous method of budgeting yearly for a multi-year project, it appears that costs are higher. Town Planner/Zoning Administrator Hynes explained that, to date, the only costs incurred have been for engineering services; however, the scope of work for Phase 1 of the project has now been determined, and the related costs can be specifically noted in the budget. Ms. Hynes stated that Phase 2 of the project will consist of such things as benches, picnic tables, and possibly a floating dock. The Town Planner/Zoning Administrator also noted that she is presently seeking quotes for stabilization of the foundation of the 1850's stone house at the site.

The following questions/comments/key points were discussed:

- Councilperson Lyne requested that an item be added to the Agenda for the June 1, 2017 Work Session, to discuss *Sleeter Lake Phase 2 Planning*.
- Town Planner/Zoning Administrator Hynes explained that she is working with Loudoun Wildlife regarding obtaining grant funding for further work at the park.
- Town Planner/Zoning Administrator Hynes explained in more detail the work which may be done to the foundation of the stone farmhouse. It was decided that this issue will be discussed further at the upcoming Work Session.
- Councilperson Lyne requested that expenses for the project be broken down into a current expenses category, and a category explaining upcoming expenses.
- In response to a question from Mayor Ramsey, Town Planner/Zoning Administrator Hynes explained that removal of the mulch trails is the only change to the Site Plan.
- Discussion of the costs of the project continued, with Mayor Ramsey stating that, if Council is to evaluate the budget, the specific costs for the project must be known.
- Councilperson Lyne asked if a cap for costs to the Town should be set.
- The amount of funding for Sleeter Lake Park to be realized from the County was discussed, with Town Planner/Zoning Administrator Hynes explaining that, to date, most of the funding has been provided by the County.
- The breakdown of County and Town funding was discussed, with Councilperson Lyne requesting that work be done prior to the upcoming Work Session to make this breakdown clearer.

- Mayor Ramsey reiterated the need to know, specifically, how much money for the project will be provided by the County, and how much funding will be provided by the Town.
- Funds contained in the Town's "Parks Fund" were discussed, with it being noted that this funding is to be used for various Town parks. Councilperson Lyne noted that the amount of funding the Town wishes to invest in Sleeter Lake Park should be determined specifically.
- It was noted that, in Phase 1 of construction, it has been determined that Mountaineer Pipe will not construct the future trail to Lake Point. Discussion ensued regarding ownership of the lot upon which this trail is planned.

c. Main Street Capital Project Sheet

Town Administrator Nicholson provided an overview of this item, explaining that he has reviewed past budget documents to determine the amount spent, and has provided information regarding where the budget stands to date. Mr. Nicholson stated that, according to the data in the Main Street Capital Project Sheet, the project is on-track.

The following questions/comments/key points were discussed:

- Mayor Ramsey requested that these reports, in the future, contain multiple "Actuals" columns; for example, include a column for "Town Actuals," "County Grants," and "Other Grants." The Mayor stated that the goal is to have an Actuals column for each source of funding, and for expenditures.
- Councilperson Lyne requested that this information be broken down for each fiscal year.
- Town Administrator Nicholson reported that Utility Staff has decided not to pursue purchase of a proposed RFID system for utility infrastructure.
- Mr. Clinton Chapman, representing the Stoneleigh subdivision, reported that there are no HOA restrictions on the roofing material used on the pump house in the development, and the owners of the golf course stated that they would prefer a tin roof be installed, as it would match the other buildings on site. Utility Staff had earlier indicated their preference for a metal roof.
- Council discussed methods which may be used to check for utility system problems, in lieu of purchasing the RFID system (as noted above).
- Councilperson Heston asked if the report provided to Council represents all information relevant to the Main Street Enhancement Project, since its beginning, as only Mr. Keith Lane and Stantec are noted as providers of engineering. Town Administrator Nicholson explained that this information reflects only what will be spent on engineering going forward; Mr. Nicholson stated that he will make the report reflect this more clearly.

- Mayor Ramsey asked if conduit, similar to the honeycomb conduit to be installed during the Main Street Enhancement Project, will be installed during work on the Franklin Park Trail Project; Town Administrator Nicholson stated that he will discuss this with representatives working on the project, and that his understanding, at present, is that it will be installed.
- Mayor Ramsey and Town Administrator Nicholson reported that installation of stub-outs for lamps are not included in this project. There was discussion of this issue, with Mayor Ramsey asking that it be ensured there is a way to access this conduit/wire.
- Town Administrator Nicholson reported that he will meet with County Representative Tim Hemstreet on May 9, 2017 regarding the Main Street Enhancement/Franklin Park Trail Project. A follow-up meeting with the Mayor will also be held.

At this point in the meeting, Town Planner/Zoning Administrator Hynes asked to return to discussion of Sleeter Lake Park, specifically the Memorandum of Understanding between the County and the Town regarding this project. Ms. Hynes reported that the MOU was returned by the County with no substantive changes; the Board of Supervisors will vote on this project at its June meeting. Ms. Hynes explained the contents of the MOU, including:

- Town Staff will open the Park at 7:00 a.m.
- County/Franklin Park Staff will close the Park at dusk.
- The Park will be closed to the public from December 1 to March 1.
- Mowing and maintenance at the Park have been included for the coming fiscal year in the County's budget.
- The County's Director of Parks informed Ms. Hynes that he will add a line item for a staff member dedicated to Sleeter Lake Park in his next fiscal year's budget.
- Mayor Ramsey asked about signage at the Park, and if it will look like other Town signs; Town Planner/Zoning Administrator Hynes stated that she will work on that issue.
- County staff will check on Sleeter Lake Park once daily on weekdays, and three times daily on weekends.
- A request has been made of the Sheriff's Office to perform spot checks at the Park.
- Lights were removed from the Site Plan, upon the advice of the Sheriff's Office; it was noted that inclusion of lighting serves to encourage people to trespass at the Park at night.
- Town Planner/Zoning Administrator Hynes stated that she will add cleaning of restrooms to the MOU.
- A new gate will be installed at the wastewater treatment plant.
- Mayor Ramsey asked if Utility Staff will be required to drive through the public parking lot to access the treatment plant. It was noted that the issue is unclear. The Mayor asked to ensure that traffic flow in the parking lot minimize impacts of work done by Utility Staff on park patrons.

- Vice-Mayor Graham requested that signs be posted advising that the road to the Park is a two-lane road.
- Town Planner/Zoning Administrator Hynes stated that speed limit signs will also be posted.

d. Other

a. 2017 Work Plan Review

Town Administrator Nicholson presented this item, stating that the goal is to conduct this review at each Work Session. A print-out has been provided of tasks accomplished to date.

The following questions/comments/key points were discussed:

- Mayor Ramsey asked for an update on the painting of the Evening Star Drive water tank. Town Administrator Nicholson reported that he has repeatedly contacted Mr. Brad Brown, who responded that he will request a date for doing this work be provided to the Town. If the work cannot be begun/completed during the time period proposed, Mr. Brown will return to the Council with recommendations. It was noted by those in attendance that weather conditions are perfect at this time for painting the tank.
- Mayor Ramsey asked that an update be provided to the Planning Commission noting the work it is to complete.
- Town Planner/Zoning Administrator reported that work on the update to the Town Charter likely will not be done this fiscal year, due to costs/budgeting. Mayor Ramsey suggested that this be discussed at the Council's Strategic Planning retreat in the fall.
- Town Planner/Zoning Administrator Hynes asked if the Planning Commission will be involved in the Boundary Line Adjustment process; Mayor Ramsey noted that it will not have a large role, and that the Town Council will lead the public input portion of the project. However, the Mayor noted, the Planning Commission may be involved in the execution phase of the Boundary Line Adjustment project.
- Councilperson Heston noted that a map of sidewalk maintenance projects has not been provided, and asked what projects are being undertaken. Town Administrator Nicholson stated that he will provide an updated map.
- Town Administrator Nicholson explained that the 2017 Work Plan Review, and the Budget documents, will be included for review at each Council Work Session.

IN RE: MAYOR & COUNCIL COMMENTS

- Councilperson Hummel asked for a recap of the meeting schedule for the next thirty days, which was provided.
- Vice-Mayor Graham reported that she and Planning Commission Member Lori Minshall attended the meeting of the Lovettsville Planning Commission, held last evening. Ms. Graham noted that Lovettsville's Commission has instituted a committee to oversee social activities, and suggested that Round Hill may want to consider setting up such a committee. The Vice-Mayor reported that the Certified Planning Commissioner course she and Ms. Minshall are taking will be completed during the coming weekend.
- Mayor Ramsey reported on the Boundary Line Adjustment report he is compiling, noting that utility anomalies have been given to Staff for research. Mr. Ramsey also reviewed the Property Tax documents, and found everything in order. Tax abatements provided by the County were discussed, as they may pertain to possible tax abatements provided by the Town. Mayor Ramsey reported that the Boundary Line Adjustment database is 99 percent complete, and the initial draft analysis is 85 to 90 percent complete. Mr. Ramsey explained the items included in the analysis, and noted that it is done for each parcel. It was noted by the Mayor that this is a long report, which will be broken down into separate portions for presentation. Councilperson Heston asked if the report will provide both the "pros" and "cons" of conducting these boundary line adjustments; Mayor Ramsey explained that it will provide specifics, but will not argue either for or against instituting a BLA.
- Vice-Mayor Graham stated that she advocates conducting a boundary line adjustment of a small area first, to see how it works out.
- Mayor Ramsey stated that the Boundary Line Adjustment analysis will be discussed at an upcoming Work Session.

IN RE: ANNOUNCEMENTS

There were no announcements.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel matters, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1)**; Councilperson Heston seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Absent
Christopher J. Prack	Absent

Mayor Ramsey called for a five-minute recess.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its closed session and reconvene its open meeting**; Councilperson Heston seconded the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Absent
Christopher J. Prack	Absent

IN RE: CERTIFICATION OF CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in closed session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its closed session, and that were lawfully exempt from open meeting requirements**; Councilperson Heston seconded the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Minshall and Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Absent
Christopher J. Prack	Absent

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:45 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary